

## **4. Report Applications**

There are a variety of different uses for MTCS reports. This section highlights some of the important data fields in the report and describes the ways MTCS users can use the data contained in this report

HUD intends users to challenge information contained in MTCS reports because often, upon further investigation, the problems or issues may be different than they appear in MTCS. Use MTCS data and reports as a starting point for discussion, investigation, research, and analysis.

### **4.1. Key Data Fields**

- The **Type of Discrepancies** section of the report indicates to users whether MTCS identified the household as over-income at admission or assigned to a unit larger or smaller than HUD standard.

### **4.2. PHA Uses for the Report**

- **Plan and manage programs**

PHAs can use this report to evaluate income or unit size discrepancies at the individual household level. The report provides PHA users with the name, Social Security number, and project number for each household. MTCS lists data alphabetically the head of household's last name.

Generally, PHAs should admit applicants with incomes at or below the Very Low Income Limit (50 percent of area median). However, there are several circumstances where admission of higher income households is appropriate.

PHAs can also use this report to determine if there is a discrepancy between the reported household members and the unit assigned. PHAs may want to access the report to verify that they follow their occupancy policies and manage their housing inventory appropriately. To confirm if families are inappropriately housed, the PHA can access this report in MTCS and compare it to the individual family files for the identified households.

PHAs should use this report in conjunction with the Over- and Under-Housed Report in MTCS.